

**Fire Code Advisory Board Meeting –  
Meeting Minutes of June 20, 2017  
Station 14 – Conference Room**

**Board Members Attending**

Al Rainsberger – Chairperson      Fritz Chess      Jim Fair      Hugo Sotelo      Kurt Lustig  
Scott Peterson      Jason Johanson

**Board Members Absent**

Lucas Grothkopp      Tara Henriksen      Brad Middleton      Jim Moren      Steven Potokar  
Jeff Rice      Rae Anne Rushing

**Fire Department Members Attending**

Chief Charles Cordova      Capt. Ted Powell      Lieutenant Deborah Williams      Ken Brouillette  
Rich Richardson      Jennifer Hile

**Guests**

Chris Todd      Mark Manning

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The meeting opened at 1:00PM with introductions made around the room. A quorum is present.

Al Rainsberger began the meeting with an update on the FCAB openings. Jim Moran resigned and two new candidates are being considered for the other openings.

Chief Cordova introduced Ken Brouillette, the new Fire Code Specialist. Ken gave a quick summary of his work history.

Al asked that everyone bring their own copies of the agenda items to future meetings so that we are not wasting as much paper. It is agreed and the recording secretary will only provide the agenda summary and a few copies of the agenda items for the public/guests.

Meeting minutes from the March 21, 2017 meeting were reviewed with a few grammatical errors corrected. Minutes were voted on and approved.

The discussion of Administrative Rule 53.01.17, *Marijuana Growing and Oil Extraction Processes* was led by Rich Richardson. *Section 4: Plant Extraction Systems Using Flammable Gases* and *Section 5: Plant Extraction Systems Using CO<sub>2</sub> Gas* had clarifying language added regarding the Boiler and Pressure Vessel inspection report required as part of the permit application. Fritz Chess stated that the Administrative Rule looks good to him. Lt Williams asked that we boldface the note on page 2 to bring more attention to it.

Fritz provided a summary of a new extraction method using steam distillation for marijuana oil that is not currently regulated. The known hazards of this process are steam, heat and steam pressure. Fritz is willing to speak with a boiler inspector to discuss. Ken acknowledged it is something to consider and he would like to meet up with Fritz to view this type of distillation machine. Chief Cordova would like Fritz to contact a boiler inspector, then come back with a recommendation at the next meeting on whether it should be added to the administrative rule.

No vote on Administrative Rule 53.01.17.

Rich also led the discussion on *Joint Ruling SDCI/SFD Administrative Rule 9.07.17 Partial/Phased Occupancy, Occupancy During Construction and Temporary Certificates of Occupancy*. It is an existing rule with updates as a result of turning it into a joint rule.

*Section 3: Definitions* was added. *Section 4: Inspection Responsibility* had a paragraph added to emphasize that both SDCI and SFD must approve the request for a TCO. *Section 5: Requirements for Obtaining a Temporary Certificate of Occupancy* item #2 had requirements added per SDCI's committee to clarify separation of spaces. Clarification was added to Sections 6,7, and 8. *Section 9: Process of Obtaining a Temporary Certificate of Occupancy* needs to have a spelling error corrected in the title.

Scott Peterson asked if there is a fee for a TCO. Capt. Powell confirmed there is a small fee but most of the cost is included in the permit fee.

Administrative Rule 9.07.17 is approved.

*Errata Ordinance for the 2015 SFC* was discussed by Ken. He provided a summary of all the changes in a separate document. The majority of the changes include editorial updates for help with enforcement, added references to the CSA (Canadian standards), and updated section reference locations. *Chapter 11: Requirements for Existing Buildings* was updated to remove Group A-2 from the retroactive requirements as it was not approved by the ICC and corrected in the ICC Errata.

Al inquired what the next steps would be to process this Errata. Ken advised it will go through the legal department, then another committee for review prior to being submitted to the council for approval.

*Errata Ordinance for the 2015 SFC* was approved.

Al asked for a list of items not reviewed yet by the FCAB. Ken gave a summary of what was already approved and what Administrative Rules were still awaiting review. He estimates that we are more than 50% through the Administrative Rules. Two of the rules not yet reviewed involve marine hot-work and designated hot-work facilities. Al asked that whomever from the SFD Special Hazards Unit works on drafting up the changes to work with Phil Devein.

Ken thought that having the next FCAB meeting in September would give everyone enough time to work on the next administrative rules. He will plan to have the meeting agenda items posted two weeks before the next meeting.

The next FCAB meeting will be the second Tuesday of September.

Al will reach back out to the absentee board members to see if they are still interested in participating in the FCAB. Two new board members should hopefully be attending at the next meeting if approved by the Approval Committee. Chief Cordova confirmed the Approval Committee is led by Council Member Gonzales.

Ken stated that we would like to start recording the meetings and posting the recordings with a short synopsis of the meetings online. Al did not remember anything in the bylaws that would prohibit recording but advised checking with Karen Grove.

The meeting adjourned at 2:11 PM.